



FCRB Report Essentials

Report Content Areas

Heading	<ul style="list-style-type: none"> ▪ Date of review, Correct Courthouse, Reporting period (last review or removal to date of review) ▪ Child's Name, JV# and DOB ▪ Date and reason for removal ▪ Permanency date (6 months or 12 months) ▪ CPP date, goal and child's level of placement
CFSR Findings	<ul style="list-style-type: none"> ▪ A-T findings are answered correctly ▪ Comments included for items answered No
CPP Domains	<ul style="list-style-type: none"> ▪ Summary of information presented for <u>each domain</u> to show progress or alleviate the concerns
New Information	<ul style="list-style-type: none"> ▪ Includes information that does not pertain to the CPP domains but is still part of the case plan.
Status of Prior Recommendations	<ul style="list-style-type: none"> ▪ Any prior recommendations are reviewed and report contains a 'status'. Achieved, Not Achieved, Continued, Withdrawn, In Process, No longer applicable.
Recommendations	<ul style="list-style-type: none"> ▪ Recommendations are based on content and findings of the board. ▪ Identify who will do what.
Commendations	<ul style="list-style-type: none"> ▪ Commendations are clearly stated with reason for the commendation
Interested Parties Present for Review	<ul style="list-style-type: none"> ▪ IPs who attended or submitted taped/emailed testimony are identified
Interested Parties Notified and Receiving Copy of the Report	<ul style="list-style-type: none"> ▪ IPs invited to the review are updated for each review



Editing the FCRB Report Checklist

Composition of Report

1. ____ The facilitator included comments in all prescribed sections of the report template provided.
2. ____ The report is in narrative form, sentences are complete, well-organized, no bullet points for the domains. Font size is uniform throughout the report. Arial size 11 is used to reduce number of pages.
3. ____ The report headings and opening paragraphs are updated with current information (date of review, courthouse, reporting period, name of child, JV#, DOB, date of entry/reason, CPP date, next court date, etc.)
4. ____ The CFSR findings (A-T) are answered correctly; if No or UNK, a comment is added explaining why the board made that finding.
5. ____ Each domain has informational update. If no new information was provided, a statement is made regarding the lack of new information available for the review for the corresponding domain. ***It is not acceptable to include all narrative information as one segment of the report and not associated to the corresponding domain.***
6. ____ If there is information that does not pertain to the domains but is still part of the case plan, then a New Information section is included.
7. ____ Status of Prior recommendations is included (Achieved, Not Achieved, Continues, No longer applicable, etc.)
8. ____ The Recommendation section contains statements based on the facts of the findings and narrative updates contained in the report.
9. ____ Commendations are clearly stated, if included.
10. ____ Parties present are clearly identified; tape or email messages are included
11. ____ Parties notified and receiving the report are updated for each review.
12. ____ Facts are presented objectively and factually. Judgmental statements are absent.
13. ____ After reading the report, the reader has a good mental picture of the review, accurate information on the current status of the case and the board's concerns and recommendations.



Spelling, Grammar, Punctuation, Capitalization

1. ____ There are no misspelled words in the report because the facilitator used “spell check” on the finished report.
2. ____ There is subject-verb agreement, complete sentences, proper tense of verbs, appropriate punctuation and capitalization throughout the report.
3. ____ For each acronym, the facilitator wrote out the words the first time the writer used the acronym and then used just the acronym throughout the report.
4. ____ If quotations are used for testimony, double check that they are accurate in word and citation.
5. ____ Sentences are reasonable and varied in length. Sentences are concise, using the fewest number of words needed to describe the action or occurrence. Information that is extraneous is removed.
6. ____ Abbreviations are avoided.
7. ____ Dates are consistently formatted throughout the body of the report. Either all in numeric 5/24/16 or written May 24, 2016
8. ____ There is consistency throughout the report on names and titles used for all parties. The spelling of names is double checked. Capitalization of names and titles is double checked.
9. ____ Appropriate courtesy titles (Ms., Mrs., Mr., Dr.) are used **throughout the report – no first names only unless it is in reference to foster parents.**
10. ____ Common error locations are proofed: Near beginning or endings of lines; near the bottom of a page; in number combinations; in proper nouns; in long words.
11. ____ Common mistakes are proofed: Transposing letters within a sentence or within one word; Omission of one letter in a pair of doubled letters; Substituting one small word for another or doubling small words. (if, in, as, by, be)



Assessing Quality of Review Content

Editing reports and correcting spelling, grammar, formatting issues and ensuring fact-based reporting is only one part of reviewing FCRB reports. Based on the current report template, quality of review content areas to focus on include:

1. CPP Domain narratives
2. Recommendations

Assessing the content of the report will give us some indication of the types of information presented at reviews. Part of quality improvement includes identifying key content areas that are missing from reports. We want to begin looking at what are the Boards doing well related to gathering specific case information and what areas do Boards require more training and development.

CPP Domain Narratives

Child Well-Being

Depending on the age of the child, key elements to assess include:

- Placement stability and safety
- Educational stability and success
- Physical health (medical and dental)
- Mental health
- Social connections with peers
- Opportunities to engage in extracurricular activities
- Lifelong adult connections
- Services provided and if progress is seen by providers
- For older youth and APPLA cases, transition planning
 - Completion of Casey Life Skills Assessment
 - Youth Team Decision-Making meetings (scheduled and held)
 - On target to graduate from high school; credits
 - Post-secondary education plans
 - Housing options
 - Employment (job experience, interests, etc.)
 - Physical and mental health needs; connection to services
 - Supportive Adult Connections
 - Connected to Aftercare Services
- For TPR cases, see section below



Parental Capabilities

Depending on case dynamics, key elements to assess include:

- Parents' understanding of the case and what is expected of them in order to achieve reunification
- Identified needs and services offered to address the issues; parents' level of engagement in services and complying with expectations
- Strengths and supports of parents
- Parenting skill level of parents (understanding of child development, age appropriate expectations and discipline, etc.)
- Any unmet needs

Family Safety

- Is there a safety plan in place for the family; do all members know what the safety plan is and how to implement it.
- Any new safety concerns or issues since the last review or removal.

Family Interactions

- The person(s) having interactions with the child and level of supervision for interaction. Frequency and quality of the interactions.
- Plan for sibling visits and maintaining the sibling bond.
- Extended family members who may be involved in the child's life and having some form of contact with the child.
- Relative search outcomes

Home Environment

- Safe and habitable residence
- Income or means to support family
- Transportation

TPR Cases

The majority of CFSR findings do not apply once TPR is granted; it important to make sure the CFSR findings are current in the report.

Once TPR is granted, the only two CPP domains that apply to the child include Child Well-Being and Family Interactions (if there are sibling interactions occurring). The other domains pertain to the family unit and are no longer the focus of the case plan for the child.

Child Well-Being narrative should focus on:

- Adoptive placement for the child, safety and needs being met
- Educational stability and success, if applicable
- Physical health (medical and dental)
- Mental health
- Social connections
- Opportunities to engage in extracurricular activities



- Any unmet needs of the child
- Life Book for the child
- Timeline to finalize the adoption; subsidized, future needs or no subsidy

Recommendations

Items to pay attention to when reviewing recommendations:

- Prior recommendations have a status.
- Do the recommendations stem from content included in the report? The reader should have a basic understanding of why the recommendation was made.
- Are the recommendations specific to an individual or individuals – who will do what by when?
- Based on content in the report, are there any recommendations missing that could have been made? If so, what types of recommendations are missing?